



City of South Bend

Vacancy Announcement

Post Date: Wednesday, March 11, 2015

Closing Date: Until filled

## **PROJECT INSPECTOR II**

**Category:** Full Time

**Department:** Public Works/Engineering

**Reports To:** Public Construction Manager

**Schedule:** Monday-Friday 7:00 AM to 3:30 PM (Winter Hrs. - 7:30 AM to 4:00 PM). Schedule is subject to change based on operational needs.

**Pay Rate:** \$18.00-\$23.50/hr. (Non-exempt)

**Position:** SUMMARY

Perform inspection for a variety of heavy construction, highway, building, and public works construction projects.

### **SUPERVISION EXERCISED**

Not applicable.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Serves as resident inspector for building, sewer, water and roadway construction projects. Monitors construction projects insuring quality construction methods in accordance to plans and specifications.
- Maintains construction records. Processes a variety of records to track daily performance, material testing and quantities.
- Performs all field testing and documentation of materials used. Testing of material such as concrete, asphalt and soils for adherence to specifications.
- Ability to read and understand plans and specifications for public works construction projects.

### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assumes additional responsibilities as requested.

### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

- Any combination equivalent to a college degree in civil engineering and/or six years of experience in public works construction and/or civil engineering.

**KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- A working knowledge of civil engineering practice, construction practices and construction materials.
- Ability to inspect construction work for adherence to codes and specifications.
- Ability to deal effectively with contractors and the public.
- Knowledge of personal computer and related software in a networked environment, including Excel, Word and Access.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Driver's License required.

**EQUIPMENT**

Personal computer, automobile, nuclear gauge, concrete/asphalt testing equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to work in adverse conditions including but not limited to rough terrain, confined space and trenching areas. Also must be able to work in adverse weather. Occasionally move and lift up to 80 pounds.

**WORK ENVIRONMENT**

Work is performed at a various locations including the County-City Building office, on job sites, in project field office and in or on facilities under construction.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601.

**Drug Screen Required**